

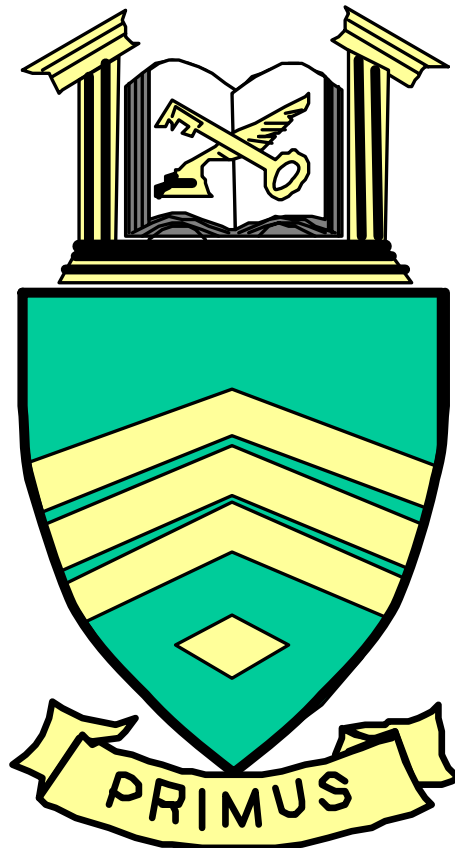
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U663

OCT 04

UNIT SPONSORSHIP PROGRAMS

TRAINING SUPPORT PACKAGE



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TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	U663 / UNIT SPONSORSHIP PROGRAMS
Effective Date	01 Oct 2004
Supersedes TSP(s) / Lesson(s)	U663, Unit Sponsorship Program, Oct 03
TSP Users	521-SQIM, First Sergeant Course
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875</p> <p>E-mail: atss-dcd@bliss.army.mil</p>
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

Task Number**Task Title**

121-010-8020

Supervise Unit Personnel and Administration Functions

158-100-1372

Build a Cohesive Unit or Organization

This TSP
Contains

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UNIT SPONSORSHIP PROGRAMS
U663 / Version 1
01 Oct 2004

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u> 521-SQIM	<u>Version</u> 1	<u>Course Title</u> First Sergeant Course
Task(s) Taught(*) or Supported	<u>Task Number</u> 121-010-8020 158-100-1372	<u>Task Title</u> Supervise Unit Personnel and Administration Functions Build a Cohesive Unit or Organization	
Reinforced Task(s)	<u>Task Number</u> None	<u>Task Title</u>	
Academic Hours	The academic hours required to teach this lesson are as follows:		
		<u>Resident Hours/Methods</u> 1 hr	/Conference / Discussion
	Test	0 hrs	
	Test Review	0 hrs	
	Total Hours:	1 hr	
Test Lesson Number		<u>Hours</u> Testing (to include test review) 3 hrs	<u>Lesson No.</u> E653 version 1
Prerequisite Lesson(s)	<u>Lesson Number</u> None	<u>Lesson Title</u>	
Clearance Access	Security Level: Unclassified Requirements: There are no clearance or access requirements for the lesson.		
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.		

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 600-8-8	THE TOTAL ARMY SPONSORSHIP PROGRAM	03 Apr 2002	
NGR 601-1	ARMY NATIONAL GUARD STRENGTH MAINTENANCE PROGRAM	07 Nov 2003	
USARC REG 140-6	US ARMY RESERVE COMMAND (USARC) RETENTION AND TRANSITION PROGRAM	01 Aug 2003	

Student Study Assignments

Before class--

- Read AR 600-8-8.
- Read Student Handout 2.

During class--

- Participate in classroom discussion.

After class--

- Review classroom notes and materials.
- Turn in recoverable reference materials.

Instructor Requirements

1:16, FSC graduate, served as 1SG, ITC, SGITC, and VTT-ITC (VTT only) qualified.

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
One site coordinator at each VTT site to operate the TNET equipment and coordinate classroom instruction. Must be FSC grad, served as 1SG, ITC, and SGITC qualified. (Enlisted)	1:16	4	1 hr

Equipment Required for Instruction

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
441-06 LCD PROJECTION SYSTEM	1:16	1:1	No	1	No
6730-00-577-4813 SCREEN, PROJECTION	1:16	1:1	No	1	No
702101T134520 DELL CPU, MONITOR, MOUSE, KEYBOARD	16:16	1:1	No	1	No
7110-00-T81-1805 DRY ERASE BOARD	1:16	1:1	No	1	No
7510-01-424-4867 EASEL, (STAND ALONE) WITH PAPER	1:16	1:1	No	1	No
FSC-1 TNET COMMUNICATIONS EQUIPMENT SUITE (VTT LESSON ONLY)	1:16	1:1	No	1	No

Equipment Required for Instruction, continued	FSC-2 TNET ROOM EQUIPMENT SUITE (VTT LESSON ONLY)	1:16	1:1	No	1	No
	FSC-3 TNET AUDIO/VIDEO LINKAGE EQUIPMENT (VTT LESSON ONLY)	1:16	1:1	No	1	No
	SNV1240262544393 36 - INCH COLOR MONITOR W/REMOTE CONTROL AND LUXOR STAND	1:16	1:1	No	1	No
	* Before Id indicates a TADSS					
Materials Required	Instructor Materials: <ul style="list-style-type: none">• VGTs: 7.• TSP.• AR 600-8-8.					
	Student Materials <ul style="list-style-type: none">• AR 600-8-8.• Student Handout 2.• Pen or pencil and writing paper.					
Classroom, Training Area, and Range Requirements	CLASSROOM INSTRUCTION 1200 SF, 16 PN CLASSROOM XXI WITH T-NET CAPABILITY (VTT)					
Ammunition Requirements	<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
	None					
Instructional Guidance	NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.					
	Before class-- <ul style="list-style-type: none">• Read all TSP materials.• Issue AR 600-8-8 and student handouts during student inprocessing. During class-- <ul style="list-style-type: none">• Conduct this lesson using the Small Group Instruction method.• Use the questions provided to generate discussion among the students at the different sites.• The facilitator may need to create additional questions to ensure student participation continues throughout the lesson material.• The DL (VTT) instructor will select an appropriate site prior to asking a student a question.• Cover all learning objectives. After class-- <ul style="list-style-type: none">• Collect recoverable materials.• Report any lesson discrepancies to the Chief Instructor.					

**Proponent
Lesson Plan
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Colyer, Donald J.	GS09	Training Specialist	
Adams, Chris L.	SGM	Chief Instructor, FSC	
Graham, Kevin L.	MSG	Course Chief, FSC	
Gratton, Steven M.	SGM	Chief, Functional Courses	
Bucher, George V.	GS11	Chief, CMD	
Lemon, Marion	SGM	Chief, CDDD	

SECTION II. INTRODUCTION

Method of Instruction: <u>Conference / Discussion</u>
Technique of Delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:16</u>
Time of Instruction: <u>5 mins</u>
Media: <u>VGT-1</u>

Motivator

SHOW VGT-1, UNIT SPONSORSHIP PROGRAM



NOTE: Check with each DL site to ensure all sites are prepared for training.

We've all heard the question, "How many times do you get to make a good first impression?" A soldier's first impression of his or her unit has a lasting effect on his or her performance and attitude. You, the first sergeant, will have an impact on that impression through your involvement and understanding of your unit sponsorship program. The environment you create for your unit's growth towards readiness starts with the unit sponsorship program. It's up to you to make it a positive one. The information from this lesson should help you develop a good unit sponsorship program.

REMOVE VGT-1

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Analyze components of an effective unit sponsorship program.
Conditions:	As a first sergeant in a classroom environment given AR 600-8-8, extracted material from USARC Regulation 140-6, and NGR 601-1.
Standards:	Analyzed components of an effective unit sponsorship program IAW AR 600-8-8, USARC Regulation 140-6, and NGR 601-1.

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

Evaluation

You will take a multiple choice examination. The examination will contain questions from this and other lessons. You must correctly answer 70 percent or more of the questions on the examination to receive a GO.

Instructional Lead-In

No matter which component you're in, the goal of any unit sponsorship program is to properly integrate the newly assigned soldier into the unit. You, the first sergeant, can minimize soldiers' problems by having an effective sponsorship program. This lesson will enhance your existing knowledge of the Total Army Sponsorship Program.

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

A. ENABLING LEARNING OBJECTIVE

ACTION:	Determine unit leadership responsibilities for the sponsorship program.
CONDITIONS:	As a first sergeant in a classroom environment given AR 600-8-8, extracted material from USARC Regulation 140-6, and NGR 601-1.
STANDARDS:	Identified unit leadership responsibilities for the sponsorship program IAW AR 600-8-8, USARC Regulation 140-6, and NGR 601-1.

1. Learning Step / Activity 1. AC Responsibilities

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 5 mins
Media: VGT-2

NOTE: Break the class into 3 groups. Each VTT site is one group. Discuss the following subject, in their own words:

Group (site) 1: Active Army Sponsorship Responsibilities.

Group (site) 2: USAR Sponsorship Responsibilities.

Group (site) 3: ARNG Sponsorship Responsibilities.

NOTE: Have each group/site appoint/select a recorder and a spokesperson. Each group/site will have 5 minutes to brief the activity. Inform the group/site spokesperson to specify the reference prior to the brief back.

First, let's talk about the Active Army sponsorship program.

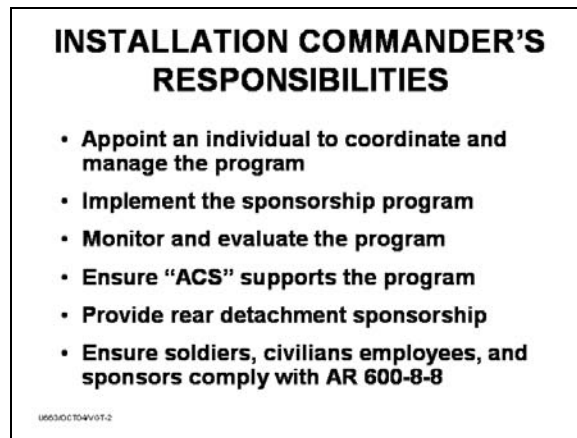
NOTE: Ensure students discuss the key points in the bullets below. The processing questions listed below are to assist you in guiding the discussion of the activity, if necessary.

- Active Army soldier's are assigned to installations, therefore, installation and battalion commanders have sponsorship responsibilities.
- As students discuss these responsibilities, keep in mind that company commanders receive delegated duties that directly relate to those of the battalion commander.
- AR 600-8-8, p 1, para 1-1, the last sentence reads "Sponsorship is a commander's program in which commanders and individual sponsors are key to success."
- First sergeants are responsible for implementing the commander's program.

QUESTION: What are the installation commander's responsibilities?

ANSWER: See VGT-2.

SHOW VGT-2, INSTALLATION COMMANDER'S RESPONSIBILITIES



Ref: AR 600-8-8, pp 1 and 2, para 1-4g(1) thru (7)

REMOVE VGT-2

QUESTION: What are the Battalion (activity) commander's responsibilities?

ANSWER: Supervise and evaluate their sponsorship program.

Ref: AR 600-8-8, p 2, para 1-4h

NOTE: Ensure students understand that although sponsorship programs vary depending on the installation (good or poor) it is the 1SG's responsibility to ensure the soldiers get properly integrated into the unit.

NOTE: Refer the students to:

AR 600-8-8, app B, pp 13 and 14, chap B-1 contains questions for the Organizational Inspection Program (OIP). You can use these evaluation questions to improve the sponsorship programs in your units.

2. Learning Step / Activity 2. USAR Responsibilities

Method of Instruction: Conference / Discussion

Technique of Delivery: Small Group Instruction (SGI)

Instructor to Student Ratio: 1:16

Time of Instruction: 5 mins

Media: None

Group 2 will take us through the responsibilities for the United States Army

Reserve.

NOTE: Have the group spokesperson brief. Use the questions below to assist you in guiding the discussion if necessary.

QUESTION: In the USAR, who is responsible for implementing, conducting, and assessing the unit Sponsorship Program?

ANSWER: The unit commander is responsible for implementing, conducting, and assessing the unit Sponsorship Program.

Ref: USARC Regulation 140-6 (SH-2), p SH-2-5, para 2-11a thru d

QUESTION: Who in the USAR unit is responsible for training sponsors on their duties and responsibilities?

ANSWER: The first sergeant and/or senior NCO are responsible for training sponsors on their duties and responsibilities.

Ref: USARC Regulation 140-6 (SH-2), p SH-2-5, para 2-12c

NOTE: Ensure student briefing includes the following key elements from USARC Regulation 140-6 (SH-2), p SH-2-5, para 2-11 and 2-12

Unit commanders will ensure their unit has an effective sponsorship program

by:

- Implementing, conducting, and continually assessing the program.
- Appoint a full-time Sponsorship Coordinator.
- Ensure that all personnel involved in the Sponsorship Program are trained and aware of their duties.
- Welcome new soldiers to the unit during the first drill by conducting an initial interview.

1SGs will personally manage the program.

- Select sponsors, train sponsors, and maintain the unit sponsor list.
- Ensure maintenance of the new soldier sponsorship log.
- Introduce new soldiers at formation.
- Conduct a personal interview.
- Review service requirements and fulfillment.
- Explain requirements and incentive programs.
- Ensure IDT (drill) and Annual Training (AT) were provided and explained.
- Advise Non-Qualified soldiers of training requirements.

3. Learning Step / Activity 3. ARNG Responsibilities

Method of Instruction: Conference / Discussion

Technique of Delivery: Small Group Instruction (SGI)

Instructor to Student Ratio: 1:16

Time of Instruction: 5 mins

Media: None

Group 3; tell us about Army National Guard Sponsorship responsibilities.

NOTE: Have the group spokesperson brief. Use the questions below to assist you in guiding the discussion if necessary.

QUESTION: Who is tasked with ensuring the new soldier transitions into the unit smoothly?

ANSWER: The unit sponsor (Squad/Section Sergeant).

Ref: NGR 601-1 (SH-2), p SH-2-2, para 6-20, 1st para and app I, Unit Sponsorship Checklist

QUESTION: Who, in the ARNG, is responsible for successfully transitioning new soldiers into their assigned unit?

ANSWER: Unit personnel with assistance from RRF personnel.

Ref: NGR 601-1 (SH-2), p SH-2-2, para 6-20a

QUESTION: Should the unit sponsorship program include the indoctrination of the soldier's family members to the unit family support program?

ANSWER: Yes.

Ref: NGR 601-1 (SH-2), p SH-2-2, para 6-20c

CHECK ON LEARNING:

QUESTION: Who, in the Active Army supervises and evaluates their unit sponsorship programs?

ANSWER: The battalion (activity) commanders will supervise and evaluate their sponsorship program.

Ref: AR 600-8-8, p 2, para 1-4h

QUESTION: Who, in the USAR personally manages the unit sponsorship programs?

ANSWER: The 1SG/Senior NCO manages the unit sponsorship programs.

Ref: USARC Regulation 140-6 (SH-2), p SH-2-5, para 2-12a

QUESTION: Who, in the ARNG, should work with unit leaders to ensure appropriate sponsors are assigned to new soldiers?

ANSWER: RRF personnel.

Ref: NGR 601-1 (SH-2), p SH-2-2, para 6-20b

B. ENABLING LEARNING OBJECTIVE

ACTION:	Determine unit procedures for establishing and administering a sponsorship program.
CONDITIONS:	As a first sergeant in a classroom environment given AR 600-8-8, extracted material from USARC Regulation 140-6, and NGR 601-1.
STANDARDS:	Determined unit procedures for establishing and administering a sponsorship program IAW AR 600-8-8, USARC Regulation 140-6, and NGR 601-1.

1. Learning Step / Activity 1. Elements of a Sponsorship Program

Method of Instruction: Conference / Discussion

Technique of Delivery: Small Group Instruction (SGI)

Instructor to Student Ratio: 1:16

Time of Instruction: 5 mins

Media: VGT-3

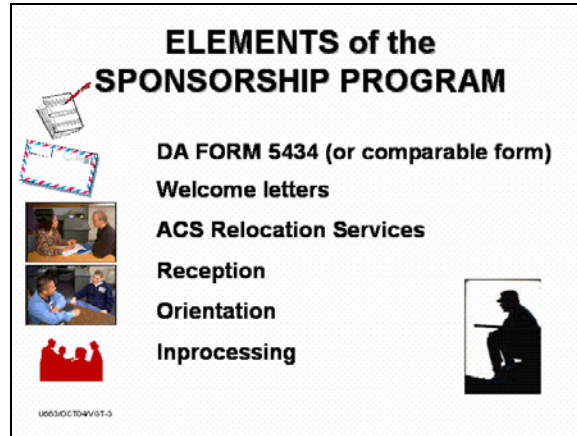
Remember the overall purpose of the sponsorship program, no matter what component you are in, is to integrate the new soldier into the unit. Therefore, the elements of the sponsorship program within a component are comparable to the elements in the other components.

QUESTION: What are the elements of the sponsorship program?

ANSWER: See VGT-3.

NOTE: Allow students to answer before showing the VGT.

SHOW VGT-3, ELEMENTS OF THE SPONSORSHIP PROGRAM



Ref: AR 600-8-8, p 3, para 2-1, USARC Regulation 140-6, pp SH-2-5 and SH-2-6, para 2-13 and 2-14, NGR 601-1, app I

NOTE: Key points for student discussion are listed below.

Elements of the sponsorship program include a notification form, a welcome letter, ACS relocation services, a reception, an orientation, and inprocessing. However, welcome letters apply only to Active Army and USAR, ACS Relocating Services applies only to the Active Army.

REMOVE VGT-3

Now that we have looked at the elements of the sponsorship program, let's discuss the types of programs, procedures for establishing, and administering a sponsorship program.

2. Learning Step / Activity 2. Types of Sponsorship

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 5 mins
Media: VGT-4

NOTE: Break the class into 3 groups. Each VTT site is one group. Discuss the following items, in their own words:

Group (site) 1: Active Army Types of Sponsorship.

Group (site) 2: Rules for Appointing Sponsors.

Group (site) 3: Sponsor Responsibilities.

NOTE: Have each group/site appoint/select a recorder and a spokesperson. Each group/site will have 5 minutes to process the activity and 5 minutes to brief.

NOTE: Inform the group/site spokesperson to specify the reference prior to the brief back. Use the questions provided to assist with the discussion, if necessary.

One minor difference in the sponsorship program between our components is that the reserve components have only one type of sponsorship, whereas the active component has several types. Group 1 will now brief us on the AC types of sponsorship.

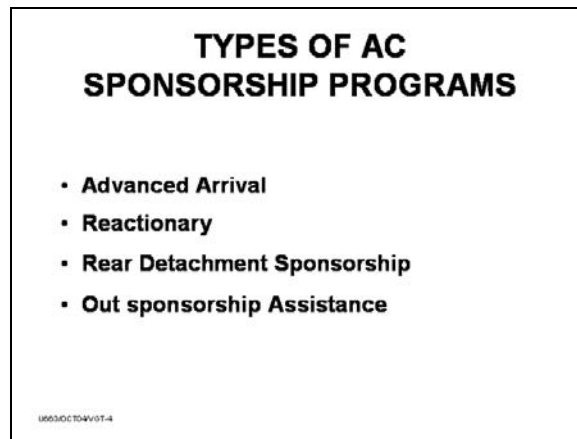
QUESTION: What are the Active Component types of sponsorship?

NOTE: Ask the students to explain each of the programs as they respond.

- Advanced Arrival: Sponsor support offered before actual arrival of the soldier or civilian employee.
- Reactionary: Sponsor support offered to the soldier or civilian employee arriving at an installation without an assigned sponsor.
- Rear Detachment: Sponsorship-Sponsor support provided family members of soldiers and civilian employees whose unit or activity is deployed from an installation and is scheduled to return to that installation.
- Outsponsorship: Assistance-Sponsor support provided departing soldiers from an installation after reassignment notification. This includes assistance in clearing transportation obstacles or providing information on items of interest, such as application for use of transient quarters, use of banks, use of medical and other supporting facilities.

Ref: AR 600-8-8, p 16, Glossary, (Terms)

SHOW VGT-4, TYPES OF SPONSORSHIP PROGRAMS



Ref: AR 600-8-8, p 16, Glossary, (Terms)

REMOVE VGT-4

In addition to having several types of sponsorship programs, Active Duty participants differ slightly from the Reserve Components.

QUESTION: Who can participate in the sponsorship program?

ANSWER: AC, all soldiers Private thru Colonel and civilian employees thru grade-15. USAR, 100% sponsorship of all new personnel.

Ref: AR 600-8-8, p 3, para 2-2a, USARC Regulation 140-6 (SH-2), p SH-2-4, para 2-6b

3. Learning Step / Activity 3. Administration and Procedures

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 5 mins
Media: None

Administration and procedures for a sponsorship program are virtually the same for each component.

However, each has slight variations. We will discuss the minor variations when they arise.

As discussed earlier, in the Active Army and USAR, commanders are responsible for the sponsorship program. In the ARNG, the 1SG is responsible for the implementation and administration of the sponsorship program.

NOTE: Key points for student discussion are listed below. Use questions to draw out student answers. Have students discuss how they administer their unit's programs.

- Sponsorship program administration includes implementation, conduct, and continual assessment.
- Sponsorship procedures include, appointing sponsors, training sponsors, and maintaining sponsorship/inprocessing checklists and data.
- Upon new soldier notification, appoint a sponsor, ensure proper sponsor training in duties and responsibilities, monitor sponsorship and maintain sponsorship information.

Notification: For the Active Army, consists of DA Form 5434; for the USAR it is primarily the UVREPORT but may be another document; and the ARNG should receive an initial sponsorship form from the Recruiting and Retention (R&R) NCO or state coordinator.

4. Learning Step / Activity 4. Appointing a Sponsor

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 5 mins
Media: VGT-5

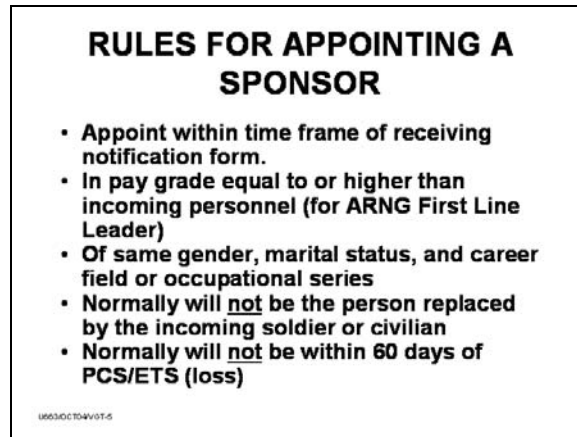
NOTE: Group 2 will brief the rules for appointing sponsors.

In the Active Army, commanders have responsibility for appointing sponsors.

In the USAR, the unit Full Time Staff (FTS) sponsorship coordinator appoints a sponsor from the sponsor list provided by the 1SG. The Army National Guard recommends the First Line Leader (squad/section leader) as the sponsor, however each state/territory has specific guidelines tailored to their strength maintenance plan. When appointing a sponsor, all components are quite similar.

NOTE: Refer the students to AR 600-8-8, p 8, para 2-8, USARC Regulation 140-6 (SH-2), p SH-2-5, para 2-12, and NGR 601-1 (SH-2), p SH-2-3, app I

SHOW VGT-5, RULES FOR APPOINTING SPONSORS



NOTE: Ensure students discuss the following key points.

- First, upon receiving notification, appoint the sponsor:
 - Active Army, appoint within 10 days of receipt of DA Form 5434, unless soldier declines;
 - USAR, appoint prior to first drill using sponsor from the 1SG list;
 - ARNG appointment is as soon as the new soldier is assigned to the unit.

Sponsors will be, as a minimum, in a grade equal to the incoming soldier; of the same gender, marital status, and military career field or occupational series; familiar with the unit or activity and community; and will not be the person replaced or within 60 days of PCS/ETS.

REMOVE VGT-5

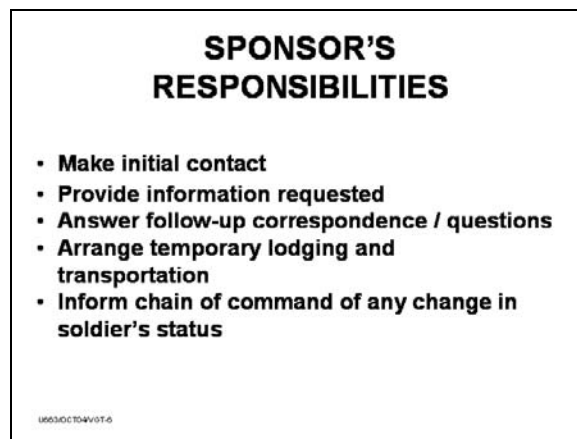
5. Learning Step / Activity 5. Sponsor Responsibilities

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 5 mins
Media: VGT-6 and VGT-7

NOTE: Group 3 will brief the sponsor's responsibilities.

It is the sponsor that truly executes our units' sponsorship program. What is the sponsor responsible for?

SHOW VGT-6, SPONSOR'S RESPONSIBILITIES



NOTE: Key elements for discussion are listed below.

NOTE: Key elements for discussion are listed below.

The sponsor must:

- First, make initial contact. For the Active Army, write a welcome letter or telephone the new soldier. For the USAR and ARNG it is contact by telephone.
- Second, provide information-especially if requested by soldier, in particular, directions, building # or address, and date/times of duty/formation.
- Answer follow-up correspondence or questions.
- Arrange temporary lodging (if Active Army) or transportation.
- Keep the chain of command informed of any changes in the soldier's status.

REMOVE VGT-6

SHOW VGT-7, SPONSOR'S RESPONSIBILITIES (cont)



- Meet incoming soldier.
- Assist with inprocessing.
- Introduce new soldier to the immediate chain of command.
- Acquaint the new soldier with the unit and community.
- And provide assistance and information.

REMOVE VGT-7

CHECK ON LEARNING:

QUESTION: In the Active Army, which type of sponsorship program offers support to soldiers before actual arrival?

ANSWER: Advanced arrival.

Ref: AR 600-8-8, p 3, para 2-2a

QUESTION: In the USAR, who is responsible to select soldiers to serve as sponsors?

ANSWER: The first sergeant.

Ref: USARC Reg 140-6 (SH-2), p SH-2-5, para 2-12b

QUESTION: In the ARNG, who should be the new soldier's sponsor?

ANSWER: Squad/Section Sergeant.

Ref: NGR 601-1 (SH-2), p 2-3, app I

SECTION IV. SUMMARY

Method of Instruction: <u>Conference / Discussion</u>
Technique of Delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:16</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

Check on Learning

The questions throughout the lesson serve as the check on learning.

Review / Summarize Lesson

During the past hour, we've discussed the sponsorship program. Caring leadership is the key to a successful sponsorship program. The benefits will manifest themselves in a sense of belonging, positive outlook, and improved teamwork within our units and organizations. A resource for more information on the unit sponsorship program is your local Retention NCO.

SECTION V. STUDENT EVALUATION

Testing Requirements

NOTE: Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

You will take a multiple choice examination. The examination will contain questions from this and other lessons. You must correctly answer 70 percent or more of the questions on the examination to receive a GO.

Feedback Requirements

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

You will participate in an AAR immediately following the examination for this lesson.

Appendix A - Viewgraph Masters

VIEWGRAPHS FOR LESSON 1: U663 version 1

Terminal Learning Objective

VGT-1, Title Slide

UNIT SPONSORSHIP PROGRAMS

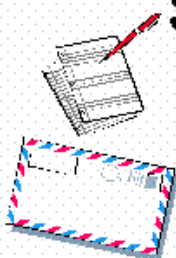
U663/DCT04/VGT-1

INSTALLATION COMMANDER'S RESPONSIBILITIES

- **Appoint an individual to coordinate and manage the program**
- **Implement the sponsorship program**
- **Monitor and evaluate the program**
- **Ensure "ACS" supports the program**
- **Provide rear detachment sponsorship**
- **Ensure soldiers, civilians employees, and sponsors comply with AR 600-8-8**

U663/DCT04/VGT-2

ELEMENTS of the SPONSORSHIP PROGRAM



DA FORM 5434 (or comparable form)

Welcome letters

ACS Relocation Services

Reception

Orientation

Inprocessing



U663/OCT04/VGT-3

TYPES OF AC SPONSORSHIP PROGRAMS

- **Advanced Arrival**
- **Reactionary**
- **Rear Detachment Sponsorship**
- **Out sponsorship Assistance**

U663/DCT04/VGT-4

RULES FOR APPOINTING A SPONSOR

- **Appoint within time frame of receiving notification form.**
- **In pay grade equal to or higher than incoming personnel (for ARNG First Line Leader)**
- **Of same gender, marital status, and career field or occupational series**
- **Normally will not be the person replaced by the incoming soldier or civilian**
- **Normally will not be within 60 days of PCS/ETS (loss)**

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SPONSOR'S RESPONSIBILITIES

- **Make initial contact**
- **Provide information requested**
- **Answer follow-up correspondence / questions**
- **Arrange temporary lodging and transportation**
- **Inform chain of command of any change in soldier's status**

U663/OCT04/VGT-6

SPONSOR'S RESPONSIBILITIES (cont)

- **Meet incoming soldier**
- **Assist with inprocessing**
- **Introduce to the immediate chain of command**
- **Acquaint with unit and community**
- **Provide assistance and information**



U663/DC T04/VGT-7

Appendix B - Test(s) and Test Solution(s) (N/A)

Appendix C - Practical Exercises and Solutions (N/A)

Appendix D

HANDOUTS FOR LESSON 1: U663 version 1

This appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1
SH-2, Extracts of NGR 601-2 and USARC Regulation 140-6	SH-2-1 thru SH-2-10
SH-3, Student Notes	SH-3-1 thru SH-3-4

Student Handout 1

Advance Sheet for U663

Lesson Hours This lesson consists of one hour of small group instruction.

Overview A soldier's first impression of his unit has a lasting effect on his performance and his attitude. As first sergeants, you must take care of the soldier. An effective sponsorship program will help you do that. This lesson reinforces your knowledge of the regulatory requirements of the sponsorship programs. This lesson consists of a before class reading assignment.

Learning Objectives Terminal Learning Objective (TLO).

Action:	Analyze components of an effective unit sponsorship program.
Conditions:	As a first sergeant in a classroom environment given AR 600-8-8, extracted material from USARC Regulation 140-6, and NGR 601-1.
Standards:	Analyzed components of an effective unit sponsorship program IAW AR 600-8-8, USARC Regulation 140-6, and NGR 601-1.

ELO A Determine unit leadership responsibilities for the unit sponsorship program.
ELO B Determine unit procedures for establishing and administering a sponsorship program.

Assignment Before class:

- Read AR 600-8-8.
- Read Student Handout 2.

Additional Subject Area Resources None

Bring to Class

- All lesson reference materials.
- All lesson student handouts.
- Pencil and writing paper.

Student Handout 2

U663

This student handout contains 6 pages of material from the following publications:

NGR 601-1, Army National Guard Strength Maintenance Program, 7 Nov 03

Paragraph 6-20, Unit Sponsorship Program p SH-2-2

Appendix I, Unit Sponsorship Checklist p SH-2-3

USARC Regulation 140-6, U.S. Army Reserve Command
Retention Program, 1 Aug 03

Chapter 3, Retention Process pp SH-2-4 thru SH-2-6

Inprocessing Checklist pp SH-2-7 and SH-2-8

Unit Sponsor List p SH-2-9

New Soldier Sponsorship Log p SH-2-10

Disclaimer: The training developer downloaded the material from the U.S. Army Publishing Directorate Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

Section VI

6-20. Unit Sponsorship Program

Attrition management begins the moment a soldier enlists into the ARNG. The first contacts a soldier makes with his/her unit are lasting impressions that will begin to form the new soldier's opinion of the ARNG, and the unit sponsor is an integral part of that first contact. The unit sponsor is tasked with ensuring the new soldier transitions into the unit smoothly. A successful transition from a civilian or an active duty soldier to a part-time soldier begins with an effective unit sponsorship program.

a. Though RRF personnel are not responsible for implementing a sponsorship program, RRF personnel must take the responsibility to assist unit personnel in successfully transitioning new soldiers into their assigned unit.

b. RRF personnel should work with their unit leaders to ensure appropriate sponsors are assigned and that the sponsorship program includes all of the necessary items to effectively orient the new soldier with the requirements of ARNG membership. See Appendix I (p SH-2-3) for the sponsorship checklist.

c. The unit sponsorship program should include the indoctrination of the soldier's family members to the unit family support program.

Appendix I
Unit Sponsorship Checklist

Soldier's Name	Rank
Address	Phone
Business Address	Phone
Date Assigned	DMOS
Squad/Section Sergeant (Sponsor)	Squad/Section
RRNCO	Rank
	Date Signed-off to Unit

In Processing and Briefing: (Individual completing the task dates and initials in the space provided)

Date	Initials	Task
		Initial Contact by the Sponsor.
		Sponsor Provides Time and Date of First Drill.
		Commander Briefing: Unit Mission, Unit History/Goal, Unit Structure, Personnel Standard, Safety, Promotion Policy, Other, (Commander's Vision)
		First Sergeant/Detachment Sergeant Briefing: Welcome, Appearance, Absence Policies, DEERS, Family Support, Chain of Command
		Supply Sergeant Briefing: Order, Uniforms, Sign for Organization Equipment, Other Information
		Unit Readiness NCO Briefing: Training Goals, Family Care Plans, Resident School, Correspondence Courses, Soldier's Manual, Schedule for pre-IET Training
		Administrative In-Processing: ID cards, Personnel Records, List of Drill Dates, SGLI, List of Key Personnel, Pay Procedures, Requirement to Report Changes, Other
		Unit Attrition NCO Briefing: Unit Attrition Management Program, Employer Support, Career Planning, Stripes for Buddies, Review START/SMART Kit, Interview Schedule, Benefit of Belonging, "How to Contact Me" Information, Other Information
		Squad/Section Sergeant Briefing: Introduce to Team, New Soldier's Role, Career Opportunities, NCO Support Channel, Team mission, Chain of Command, Facility Orientation, Provide Contact Information, Ensure Schedule for pre-IET Training
		General Information Briefing: Drill Assemblies, Formation Briefing, Military courtesy, Excused Absences, AWOLs, Annual Training, State Active Duty
		Other information: _____ _____

Section II

Sponsorship Program (Responsibilities)

2-5. General

Sponsorship is a commander's program and the most important program used by the Army leadership to ensure a new soldier's first impressions are positive. An effective sponsorship program must begin before the soldier physically arrives at the unit and continues with the soldier's integration into the unit as a "team member."

2-6. Sponsorship Standards

a. Sponsorship of all newly assigned active component (AC), Active/Guard and Reserve (AGR) and civilian employees is prescribed in AR 600-8-8.

b. Sponsorship of all newly assigned TPU soldiers is prescribed in this regulation. The sponsorship program is designed to ensure the early and complete integration and assimilation of all soldiers into Army Reserve units. Successful sponsorship requires key soldiers and civilians to know their responsibilities and to accomplish these duties in a positive manner.

c. USARC Form 62-R, (Sponsor's Guide & In-processing Checklist) will be used to document actions taken during inprocessing of new TPU soldiers. The UA or records clerk will file the completed checklist in the unit's Army Records Information Management System (ARIMS) and retain for 1 year.

d. The Civilian Personnel Office (CPO) identifies the point of contact (POC) for in-processing, however upon notification that a new civilian person is hired, commanders will ensure that a sponsor is appointed. Sponsorship for civilians should mirror the procedures for an AGR or AC soldier.

2-7. OCAR-RTD

The OCAR-RTD will-

a. Evaluate MSC sponsorship programs through the following actions:

- (1) Interview soldiers and review supporting documents during quality assurance visits.
- (2) Conduct unit/soldier surveys.
- (3) Review sponsorship section of retention SOPs.
- (4) Feedback from prior service (PS) help desk.

b. Provide guidance and policy.

c. Conduct sponsorship program training when requested by the MSC.

2-8. Major Subordinate Command

a. The commander will implement and direct the Sponsorship Program.

b. The G-1 provides:

(1) A USAR-REQUEST new soldier reservation report for TPUs on a weekly basis to subordinate units to assist in the initiation of the sponsorship program in a timely manner.

(2) Copies of orders or other documents for newly assigned soldiers, and civilian employees to the unit commander.

2-9. The RRC RTO

The RTO will-

a. Ensure that the standards for sponsorship at subordinate commands and units are achieved.

b. Train leaders on how to develop and conduct an effective sponsorship program.

c. Evaluate the effectiveness of subordinate unit's sponsorship program.

d. Verify recruiters' initial USARC Form 62-R when they escort new soldiers to the unit.

2-10. Intermediate Command

The intermediate commander and CSM/SGM are responsible to continually monitor the sponsorship program of subordinate units to ensure compliance with this regulation.

2-11. Unit Commander

The commander will-

- a. Establish and continually assess the unit's sponsorship program.
- b. Appoint a full-time Sponsorship Coordinator.
- c. Ensure that all personnel involved in the Sponsorship Program are trained and aware of their duties.
- d. Welcome new soldiers to the unit during the first drill by conducting an initial interview.

2-12. First Sergeant (1SG) and/or Senior NCO

The 1SG and/or Senior NCO will-

- a. Manage the unit's sponsorship program.
- b. Select soldiers to serve as sponsors who are thoroughly familiar with the unit and demonstrate high standards in personal appearance and military bearing.
- c. Train unit sponsors using the sample lesson plan/outline in Appendix E (figures E-1 and E-2).
- d. Maintain USARC Form 62-1-R (Unit Sponsor List). The USARC Form 62-1-R requires the use of USARC Label 1-R (Personal In Nature).
- e. Ensure the USARC Form 62-2-R (New Soldier Sponsorship Log) is maintained for newly assigned soldiers.
- f. Introduce new soldier(s) at unit formation.
- g. Conduct a personal interview with each new soldier.
- h. Review and explain the DA Form 3540 (Certificate and Acknowledgement of US Army Reserve Service Requirements and Methods of Fulfillment).
- i. Explain contract requirements, Montgomery GI Bill (MGIB) and Selected Reserve Incentive Program (SRIP) requirements, and ensure that soldier signs DA Form 5435-R, Statement of Understanding, Selected Reserve Education Assistance Program.
- j. Ensure IDT and AT schedules are provided and explained to the soldier.
- k. Advise non-qualified soldiers of training requirements.

2-13. Unit Sponsorship Coordinator

The unit commander assigns a full-time unit support (FTUS) person the duties of Sponsorship Coordinator. The Sponsorship Coordinator will-

- a. Coordinate sponsorship of new soldiers before first drill; ensure timely contact and follow-up to make sure each soldier feels welcome.
- b. Select a sponsor from sponsor list provided by the 1SG.
- c. Prepare and provide a welcome letter (sample format in Appendix E, figure E-3) to the new soldier within 3 days after receipt of new soldier notification or other document identifying new soldier (officers, NCOs, enlisted soldiers and FTS personnel) for assignment/attachment. Include, as enclosures to the welcome letter, a strip map to the unit, drill and AT schedule, and a key personnel list with telephone numbers.
- d. Provide a copy of the welcome letter without enclosures and a copy of the Reservation Processing Applicant Information Sheet (a REQUEST generated data sheet) to the sponsor.
- e. Provide a welcome packet at the beginning of the soldier's first drill or first visit to the unit. Include copies of the unit SOPs, policy memorandums, unit history, patches, crests, etc.
- f. Provide the Unit Family Readiness Liaison Officer with information about the arrival of the new soldier and any known family members.
- g. Give the USARC Form 130-R to the commander before the commander's interview with the new soldier(s).
- h. Begin the in-processing of new soldiers during the week before first drill, if possible.
- i. Sponsor FTS personnel. In addition to the welcome letter, provide them with housing information, if necessary. If no other FTS personnel are assigned or available at the unit to act as the person's sponsor, the next higher headquarters will provide an FTS sponsor.
- j. Notify the appropriate FLL of the newly assigned soldier.
- k. Notify the designated sponsor of the newly assigned soldier.

2-14. First Line Leader (FLL)


The FLL will-

- a. Contact the new soldier prior to first drill.
- b. Complete the Soldier Profile page in USAR FLL's notebook (available as Retention Publicity Item (RPI) 459).
- c. Provide and explain the job description and answer questions for the new soldier.
- d. Ensure sponsors complete all sponsorship tasks.
- e. Complete the initial interview during the soldier's first training assembly.
- f. Assist the soldier in developing a career plan using life cycle management counseling.
- g. Conduct an FLL interview as identified in USARC Poster 6-R.

2-15. Sponsor

If possible, the sponsor will be a soldier in the same section, squad or crew and the same grade as the new soldier. The sponsor will-

- a. Contact the new soldier before first training assembly.
- b. Ensure the new soldier completes in-processing, using USARC Form 62-R.
- c. Schedule mandatory interviews with commander and/or First Sergeant and CRTNCO.

 <p style="font-size: 1.2em; font-weight: bold; margin: 10px 0;">SPONSOR'S GUIDE & IN-PROCESSING CHECKLIST</p> <p style="font-size: 0.8em; margin: 0;">(For use of this form see USARC Reg 140-6; the proponent agency is the Retention and Transition Division)</p>	<p>NAME OF SPONSOR _____</p> <hr/> <p style="text-align: center; font-weight: bold;">YOU'VE BEEN APPOINTED AS A SPONSOR FOR</p> <hr/> <p style="text-align: center; font-size: 0.8em;">(Rank and name of new soldier)</p>
<p>HERE IS WHAT YOU NEED TO DO TO GET THE NEW SOLDIER OFF TO A GOOD START (USE REVERSE SIDE TO RECORD COMPLETION OF YOUR SPONSORSHIP RESPONSIBILITIES)</p>	
<p>PRIOR TO FIRST TRAINING ASSEMBLY -</p> <ul style="list-style-type: none"> Telephone the new soldier. Talk about the date and time of the next training assembly. Give the new soldier directions to the Reserve Center. Ensure that transportation is available. Provide an emergency telephone number. <p>AT THE FIRST TRAINING ASSEMBLY -</p> <ul style="list-style-type: none"> Discuss the day's schedule. Tour the center. Help make the new soldier welcome. Answer questions which arise. Accompany new soldier during introductions and throughout in-processing. <p>MAKE THE INTRODUCTIONS -</p> <ul style="list-style-type: none"> Arrange appointments with the First Sergeant and Company Commander. Visit each section and learn what they do. Explain the rank system. Provide on-the-job help, if possible. 	
<div style="border: 2px solid black; padding: 5px; display: inline-block; font-weight: bold; font-size: 1.1em;">SPONSORSHIP PROGRAM</div>	
<p style="font-size: 1.2em; font-weight: bold;">WHY</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center; font-size: 2em;">?</div>	<p>WHY A SPONSORSHIP PROGRAM?</p> <p>Because the new soldier needs to feel</p> <ul style="list-style-type: none"> Welcome. Needed. At ease. Self-confident. Part of a team.
<p style="font-size: 1.2em; font-weight: bold;">WHAT</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center; font-size: 2em;">?</div>	<p>WHAT IS A GOOD SPONSORSHIP PROGRAM?</p> <p>It is one where everyone</p> <ul style="list-style-type: none"> Is involved. Recognizes the value of both the new soldier and the sponsor. Shares their time and knowledge.
<p style="font-size: 1.2em; font-weight: bold;">WHO</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center; font-size: 2em;">?</div>	<p>WHO MAKES A GOOD SPONSOR?</p> <p>A soldier who</p> <ul style="list-style-type: none"> Has a good attitude. Is well briefed. Knows the unit and its mission. Wants to succeed. Is in the same work section, where
<p>REMEMBER A new soldier has some expectations of you and the unit. The new soldier may feel somewhat uncomfortable at first. If you do a good job, you've helped the new soldier build self-confidence, get off to a good start and begin work as a valuable team member.</p>	

NEW SOLDIER INFORMATION			
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Title 10 U.S. Code 3012 and 3013. PRINCIPAL PURPOSE(S): To collect necessary information to administer the Sponsorship Program. ROUTINE USES: Used to establish contact and coordinate sponsor's assistance to new Army Reserve unit member. Completed checklist will be retained in the individual's Military Personnel File for 1 year to serve as a record of the Sponsorship Program. EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION: Disclosure is voluntary, but failure to provide the information requested may preclude proper functioning of the Sponsorship Program.</p>			
Name		Home Phone	
Rank		DMOS	PMOS
Social Security Number		Date Assigned	
Duty Section		Home Address	
CHECKLIST	INITIAL	DATE	COMMENT
New soldier escorted to unit by USAREC recruiter.			
Welcome letter with enclosures mailed.			
Call/meet new soldier prior to first unit formation.			
Ensure new soldier has transportation for upcoming training weekend.			
Provide new soldier emergency telephone numbers.			
Discuss scheduled first day's events.			
Tour the USAR Training Center.			
Accompany new soldier throughout in-processing.			
INTRODUCTIONS / ACTIONS			
First Sergeant welcome and brief.			
Mobilization Officer welcome and brief.			
Family Readiness Liaison Officer welcome, in-process and brief.			
Retention NCO welcome and in-process (for enlisted only).			
Unit Technician welcome and in-process. NOBE issued if applicable.			
Training NCO welcome, brief, and in-process.			
Supply Sergeant welcome and in-process.			
FLL welcome, in-process, and introduce to all section team members.			
ENSURE			
New soldier's questions are answered.			
Duty assignment/unit mission explained.			
ID/Meal/Weapon Cards issued.			
Reserve benefits/bonus understood.			
Pay is received on time.			
Uniforms are issued quickly.			
New soldier knows where to go to get help.			
Problems you can't solve are referred to the right person.			
Company Commander welcome and interview.			
RETURN TO FIRST SERGEANT			Date Completed

USARC FORM 62-R (Reverse)
1 MAY 00

Extract USARC 140-6

[illegible]USARC FORM 62-1-R
1 OCT 99

Previous edition is obsolete

Extract USARC 140-6

[illegible]USARC FORM 62-2-R
1 OCT 99

Previous edition is obsolete

Student Handout 3

U663

This student handout (SH-3-1 thru SH-3-4) provides you a shell of the visual aids in this lesson along with a space for taking notes.

UNIT SPONSORSHIP PROGRAMS

U663/DC TD4V/GT-1

INSTALLATION COMMANDER'S RESPONSIBILITIES

- Appoint an individual to coordinate and manage the program
- Implement the sponsorship program
- Monitor and evaluate the program
- Ensure "ACS" supports the program
- Provide rear detachment sponsorship
- Ensure soldiers, civilians employees, and sponsors comply with AR 600-8-8

U663/DC TD4V/GT-2

ELEMENTS of the SPONSORSHIP PROGRAM



DA FORM 5434 (or comparable form)

Welcome letters

ACS Relocation Services

Reception

Orientation

Inprocessing



U663/DC TD4V/GT-3

TYPES OF AC SPONSORSHIP PROGRAMS

- Advanced Arrival
- Reactionary
- Rear Detachment Sponsorship
- Out sponsorship Assistance

U663/OC TD4V/GT-4

RULES FOR APPOINTING A SPONSOR

- Appoint within time frame of receiving notification form.
- In pay grade equal to or higher than incoming personnel (for ARNG First Line Leader)
- Of same gender, marital status, and career field or occupational series
- Normally will not be the person replaced by the incoming soldier or civilian
- Normally will not be within 60 days of PCS/ETS (loss)

U663/OC TD4V/GT-5

SPONSOR'S RESPONSIBILITIES

- Make initial contact
- Provide information requested
- Answer follow-up correspondence / questions
- Arrange temporary lodging and transportation
- Inform chain of command of any change in soldier's status

U663/OC TD4V/GT-6

SPONSOR'S RESPONSIBILITIES (cont)

- **Meet incoming soldier**
- **Assist with inprocessing**
- **Introduce to the immediate chain of command**
- **Acquaint with unit and community**
- **Provide assistance and information**



U663/DCTD-4V/OT-7
